

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 34656BR**Type of Recruitment** Interdepartmental Promotional Opportunity**Department** Fire**Position Title** COMPLIANCE OFFICER, FIRE**Exam Number** 30701C**Filing Type** Standard**Filing Start Date** 04/28/2014**Filing End Date** 05/16/2014**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 7133.27**Salary Maximum** 9356.00

Position/Program Information Ensures Fire Department fiscal and program compliance with applicable laws and County standards. The one position allocable to this class typically reports to the Fire Chief or other executive in fire service management and is responsible for ensuring the Department's compliance with the County Internal Control Certification Program (ICCP), audit recommendations, applicable laws and regulations, and sound accounting principles (GAAP). This position works without higher-level technical supervision in the department in reviewing, evaluating, and monitoring Departmental programs and methods of internal control including departmental financial reporting and accounting systems. This position requires the exercise of a thorough knowledge of internal control procedures to protect the integrity of the Department's fiscal systems, a good working knowledge of the department's organizations and operational practices, and refined written and verbal communication skills.

Essential Job Functions Reviews, evaluates, and monitors Departmental programs and internal control systems; reports

findings and makes recommendations to management to ensure compliance with applicable laws, regulations and standards. Conducts studies of designated departmental operations to ensure the efficient utilization of County resources. Analyzes proposed legislation and program regulations to determine the possible impact on Department controls systems. Serves as liaison with the Auditor-Controller and County Counsel regarding compliance issues. Conducts special investigations regarding the utilization of County equipment, resources or funds. Coordinates and directs the activities of special task forces formed to review Departmental operations. Supervises one or more professional accountants engaged in audits and reviews, as needed.

Requirements

SELECTION REQUIREMENTS: A Bachelor's degree from an accredited* college or university with 21 units of accounting - AND - Three years' professional accounting or auditing experience at the level of Accounting Officer II** in the service of the County of Los Angeles.

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping, or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- A Master's degree or higher in Business from an accredited* college or university.

**Special
Requirement
Information**

**Experience at the level of Accounting Officer II is defined as performing professional accounting work and directs a moderate sized staff (20 or more) in the operation of a moderate to large scale complex accounting program and in the work of a group of related activities of a department.

In order to receive credit for the Selection Requirements and Desirable Qualifications, you must include a legible copy of your certificates, official diploma or official transcripts from the

accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from the application filing date. Applicants, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 869-0312 within fifteen (15) calendar days of filing Online. Please include the exam number and exam title.

NO INTERNET COPIES WILL BE ACCEPTED.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of TWO (2) parts:

Part I: An evaluation of training and experience as documented on the application weighted 50%. Application information will be evaluated as it relates to the Selection Requirements and Desirable Qualifications.

Part II: An Appraisal of Promotability weighted 50% designed to evaluate Job Knowledge, Work Skills, Work Habits, Data Analysis, Interpretation & Decision Making, Interpersonal/Oral and Written Communication Skills, and Supervision.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

**Special
Information**

FINGERPRINTING: A fingerprint search will be required of candidates prior to appointment. Candidates who are found to be unsuitable for

	employment as a Compliance Officer, Fire may be removed from the certification list pursuant to Civil Service Rule 6.04.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Fire Department.
Eligibility Information	The names of candidates receiving a passing grade on the examination will be placed on the Eligible List in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Application and Filing Information	Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.
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All information is subject to verification.

We may reject your application at any time during the selection process.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online so you can track the status of your application and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 p.m., Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (323) 869-0312 within fifteen (15) calendar days of filing. Please include your name, exam number and exam title on faxed documents.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application and Job Specific Questionnaire (if any) at the address below by 5:00 p.m., Pacific Time, on the last day of filing.

Los Angeles County Fire Department
Personnel Section
1320 N. Eastern Ave., Room 221
Los Angeles, CA 90063
(323) 838-2239

Monday through Friday
8:00 a.m. to 5:00 p.m., Pacific Standard Time

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates

completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. Resumes may be added to your application, but cannot be substituted for the Education and Experience portions of the County application.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with

Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	JoAnna Enriquez
Department Contact Phone	(323) 838-2243
Department Contact Email	Joanna.Enriquez@fire.lacounty.gov
ADA Coordinator Phone	(323) 838-2239
Teletype Phone	(800) 735-2929
California Relay Services Phone	(800) 735-2922
Job Field	Administration
Job Type	Administrative Support

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